

Glossary

Business Continuity	The ability of an organization to continue critical business functions despite a technological failure or site disaster. Requires organizational planning and resource allocation.
Cold Site	An alternate site that may include a minimal preparation but which would require structural and equipment additions and enhancements to be suitable for operational use such as a data center. Cold sites frequently require additional wiring, communications lines, power enhancements, etc., before being equipped for recovery. Reliance on a cold site for recovery is only appropriate for applications or systems that can afford to be down for a week or more. In some cases, depending on the complexity of the operations being recovered, cold site recovery may take up to a month or more.
Data Backups	The backup of system, application, program and production files to media that can be stored both onsite and offsite, or electronically forwarded to an offsite server or storage facility.
Data Restoration	The restoration of system, application, program and/or production data from backups of the data files. Restoration may be necessary for any number of reasons and may include only one file, or in the case of a disaster, the entire backup archive. The ability to restore data from backups is a key to any recovery and validation of the ability to restore data should be tested appropriately.
Disaster Declaration	Notification of all appropriate parties that a disaster has occurred and the appropriate actions should be taken. The appropriate parties might include your hot-site vendor, offsite storage vendor, Executive Staff, recovery teams, business partners, customers, etc. Appropriate steps might include recovery team notification and hot-site activation.
Disaster Recovery	The steps taken to recover an organization's functional processes following a disaster, and to continue to provide the products and/or services that are key to the success of the organization. Disaster Recovery may include the recovery of a data center, the network, a call center, or any other site-specific technological capabilities.
Hot-site	A facility with all the necessary infrastructure and equipment necessary to enable the rapid recovery of an organization's mission-critical applications. These sites can be housed internally at the organization's facilities, at vendor provided facilities, or in mobile trailers. Contracted hot-sites are generally considered appropriate for large-scale environments (especially mainframe or midrange-based systems) with relatively short MAO's.

Mission-Critical Application (MC)	An application, which is essential to the organization's ability to perform necessary business functions. Loss of a mission critical application would have a significant negative impact to the business, legal or fiscal status of the organization.
Offsite Backup	The backup(s) of critical system, application, program and/or production data sent offsite for its security and safety. The offsite backup is key in the recovery and restoration of data. Most organizations send their offsite backups to a company that specializes in the storage and security of critical data.
Operational Recovery Plan (ORP)	The plan developed by an organization for the recovery of operational, functional or technological capabilities. An operational recovery plan might include IT recovery, network recovery, call center recovery, distribution center recovery, manufacturing recovery, etc.
Recovery Strategy	The set of selected recovery alternatives, which define the manner in which an organization intends to respond to and recover from a disruption.
Restoration	Returning a component or resource to its pre-loss or pre-disaster state (i.e. restoration of a database, restoration of a building, etc.) Restoring a building may require simple steps like cleanup and replacement of damaged items. In other cases it may require the services of a professional restoration company to repair water, smoke, fire or other kinds of damage.
Warm Site	A site that has basic infrastructure including electrical, raised floor, and environmental controls but does not have the required computer hardware to enable a hot-site recovery.